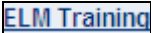


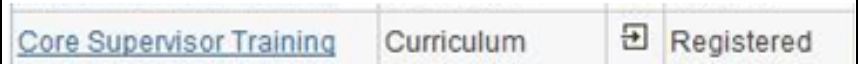
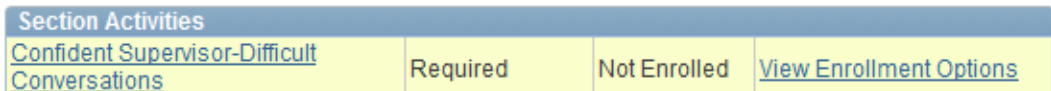
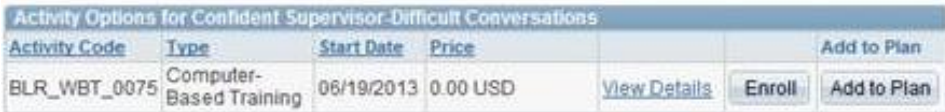
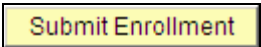
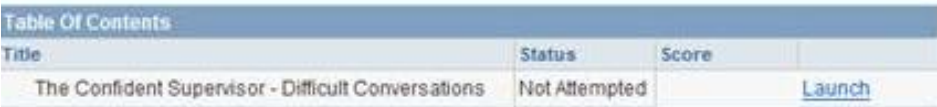


Core Supervisor Training Program Quick Step Guide

- Log into the PS Portal Page (www.in.gov/spd/instep) and select the ELM link-you will want to close out the Portal page so you are not timed out of training.
- It is recommended to launch all CBT trainings in Internet Explorer

Step	Action
1.	<p>Navigate to this website to begin: http://www.in.gov/spd/instep</p> <p>Enter your User ID and Password into the appropriate field.</p> <p>A user ID is comprised of the first letter of the first name (use a capital letter) plus the last six digits of the PeopleSoft ID number.</p> <p>For assistance with your password, contact the IOT Helpdesk at 317-234-HELP or (800)-382-1095.</p>
2.	<p>Click the ELM Training link if you logged into address above. If you logged directly into ELM at this link: https://hr85.gmis.in.gov/psp/lm90prd/EMPLOYEE/ELM/?cmd=logout you can skip to step #4.</p> <p></p>
3.	<p>NOTE: To ensure you don't time yourself out of the session while taking this course, you should close out the previous Portal PeopleSoft screen and keep only the ELM Training screen up on your desktop. If not, you will be timed out during your training session.</p> <p>Click the Close (X) button and then maximize the ELM screen.</p>
4.	<p>Click the Self Service link. (If you can't locate the Self Service link, click Main Menu and then click the Self Service link.)</p> <p></p>
5.	Click the Learning folder link.
6.	<p>Click the My Learning link.</p> <p></p>
7.	<p>The My Learning section should contain the Core Supervisor Training Program under your activities with the status of Registered. If this program is not listed in the first 5 results shown, click All My Learning. (You may need to select View All if you have more than 15 courses in history)</p> <p>Please locate the Core Supervisor Training Program under the title column and click Core Supervisor Training Program link.</p> <p></p>

Step	Action
8.	<p>You should now see the Certification Progress page where you will find all of the components needed to complete this program. This program has 12 total required courses needed to complete the program and an optional course to print a certificate of completion.</p> <p style="text-align: center;">Program Completion Instructions</p> <p><i>You must enroll into each course. Once you have enrolled you can launch immediately. The course allows you to pick up where you left off if you need to stop. After you have viewed the course and passed the quiz (you will have three attempts to pass) you can close out that window and if you hit the Return to Previous page link you will be taken back to the All Learning section where you can click into the Core Supervisor Training Program to begin the next course.</i></p> <p>Please start with the first course. Click the View Enrollment Options link next to the course titled Confident Supervisor-Difficult Conversations.</p> 
9.	<p>Click the Enroll button</p> 
10.	<p>Click the Submit Enrollment button.</p> 
11.	Click the Launch link.
12.	<p>Click the Launch button to the right of the course.</p>  <p>If you receive a security warning, select the Yes option.</p> <p><i>The training will launch in a new window. If the training does not launch, make sure that your browser's pop-up blocker is disabled and try again.</i></p>
13.	Follow the instructions on the screen to complete the training. If you would like to enlarge the screen you can select F11.

Step	Action
14.	<p>At the end of the training you will need to pass a quiz in which you will have three attempts to pass.</p> <p>Once you have you passed the quiz you will click the finish button and exit out the training window.</p> <ul style="list-style-type: none"> ➤ <i>If you need to retake the quiz hit the retry button.</i> ➤ <i>If the Finish Button is grayed out or inactive you have been timed out of the training and need to log back into the PS ELM page to ensure your training is recorded.</i>
15.	<p>If you still have the Activity Progress page open you can click the Return to Previous Page link to return to the All Learning page.</p> <p>Return to Previous Page</p>
16.	<p>You can continue to enroll into other courses in the Core Supervisor Training Program from the All Learning page to complete the program requirements. Continue to take the other 11 courses to finish this program.</p>
17.	<p>Once you have completed the mandatory Core Supervisor Training Program, feel free to print of a certificate of completion.</p> <p>If you would like to view additional supervisor training you can register to complete the Enhanced Supervisor Training Program located in ELM/Main Menu/Self-Service/Learning/Browse Catalog/SPD/BLR Training Catalog/Enhanced Supervisor Training Program.</p> <p>If you have any questions please contact the Division of Employee Engagement at SPDtraining@spd.in.gov.</p>